

**Minutes of the Meeting of
Argenta-Oreana Public Library District
Board of Trustees
August 28, 2017 at Oreana**

The meeting was called to order at 4:30 PM by President John White. Library Board members present were Jackie Goepfinger, Ron Ioerger, Matt Honnold, Aaron Klepzig, Anna Mae Roberts and Barbara Light. Also in attendance were Donna Schaal, Library Director and Bradley Irwin, Assistant Library Director.

There was one piece of correspondence. John's response to the patron complaint about the lawn maintenance at Argenta was presented to the board.

The Board reviewed the minutes from the July 24 meeting. Jackie noted that Ron's name was misspelled in the motion to adjourn. Ron moved to approve the minutes as corrected. Matt seconded the motion. The motion passed with all ayes.

The Board reviewed the July bill list. Anna Mae asked about check #9689 to Popular Subscription Service. Donna replied that this was for all the magazine subscriptions for the rest of the year. Jackie asked about check #9686 to 4MC Corp. Donna said that it was for repairs to the front door area at the Argenta building. Jackie asked about a debit to Casey's. Donna explained that it was for pizza for Charla's going away lunch. Anna Mae asked about check #9693 to the Greater Decatur Chamber of Commerce. Donna said that it was for yearly dues. Aaron asked about check #9703 to Amazon. Donna explained that it was for the new fax machine and movies. Matt asked about debits to Sam's Club. Donna reported that they were for dues and supplies. Anna Mae moved to approve the bill list. Jackie seconded the motion. The motion passed with all ayes.

The Board reviewed the July Bookkeeper's report. Matt said he found no irregularities. Matt moved to approve the July Bookkeeper's report. Ron seconded the motion. The motion passed with all ayes.

The Board reviewed the July treasurer's report. Matt reported that his report agreed with the bookkeeping report. Jackie moved to approve the July treasurer's report. Aaron seconded the motion. The motion passed with all ayes.

Donna Schaal presented the director's report. Donna reviewed the circulation numbers for July. The circulation numbers were up primarily due to the participation in the Summer Reading Program. She reported that the process for the Financial Review has begun. Donna reported that AOPLD has received the annual check from the Winings Trust. She also reported that the library had received the 1st tax levy installment from both Macon and DeWitt counties. Brad Irwin started as Assistant Library Director on August 7. Donna reported on several maintenance items at the two buildings including costs for replacement of broken emergency lights, new blinds at Oreana and the plan to clean carpets at both buildings. Donna recapped attendance and participation in the Summer Reading program. A total of 570 children and adults attended the Summer Reading events. Donna attended several meetings and events, including hosting the meeting of the Medium Public Libraries Director's Group at Argenta.

There was one piece of old business. Donna had a bid from Design Air to replace two furnaces and 2 air conditioners at the Oreana building. AOPLD received a partial grant from the Winings Trust to help pay for the furnaces and air conditioners. After discussion, the board decided to table the issue of replacement until additional information could be obtained.

There were several items of new business.

1. The board reviewed Ordinance 18-03 Levy of Taxes for the current fiscal year for AOPLD ending June 30, 2018. Jackie moved to approve the ordinance as presented. Anna Mae seconded the motion. The motion passed with all ayes.
2. Blue Star Memorial Highway Marker. Donna presented a request to have a Blue Star Memorial Highway marker placed on Library property at the Oreana branch. The library would incur no expense for this marker. The group

AOPLD Minutes

responsible would maintain the marker and a flower bed around it. The board agreed that Donna could approve the marker.

3. Transfer to Special Reserve Fund. Matt explained that there were funds left from last year's budget that should be moved to the Library Legacy fund. Matt made a motion to move \$30,000 from the General Fund to the Special Reserve Legacy Fund. Aaron seconded the motion. The motion passed with all ayes.
4. Secretary's Audit. Matt and Jackie audited the secretary's minutes from the last fiscal year. Other than some minor typos, they found no key issues that needed correction.
5. Additional Security. Donna brought some security concerns to the boards attention. There is no "doorbell" that alerts personnel that someone has entered the library building at the Oreana location. There are no security cameras at either location. Donna had contacted Detection Security (this is the company that AOPLD uses for the current alarm system at both locations) for pricing to add cameras to both locations and a "doorbell" to Oreana. Jackie moved to authorize up to \$6,000 to add the improvements described above. Matt seconded the motion. The motion passed with all ayes. The funds will come from the Insurance and Liability Fund.
6. Saturday holidays. Donna asked for board input on policy for paid Saturday holidays. The board agreed that holidays should be paid according to the work schedule.

Aaron moved to close the session citing Personnel discussion (5ILCS 120/2 (c) (1)). Ron seconded the motion. The motion passed with all ayes. The board moved into closed session at 5:50 PM. Ron moved to reopen the meeting. Anna Mae seconded the motion. The motion passed with all ayes. The meeting was reopened at 6:17 PM. Aaron left the meeting at 6:10 PM.

There was no Miscellaneous Business.

The next meeting will be on Monday, September 25, 2017, at 4:30 PM at the Argenta Building.

John asked for a motion to adjourn the meeting. Matt moved to adjourn the meeting. Jackie seconded the motion. The motion passed with all ayes. The meeting adjourned at 6:18 PM.

Respectfully submitted,

Barbara Light